



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

LAW ENFORCEMENT TRNG SECTION SUPERVISOR

Job Number: 20000721

Job Code: 24730V161016

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises people and coordinates activities in providing training in law enforcement, judicial, or allied professional areas; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of experience as a Law Enforcement Training Instructor, or as a Law Enforcement Training Instructor--Telecommunications OR as a sworn law enforcement officer, or as a law enforcement telecommunicator, OR any combination of the aforementioned experience.

Substitute EDUCATION for EXPERIENCE:

A master's degree will substitute for two years of the experience.

Substitute EXPERIENCE for EDUCATION:

Experience as a sworn law enforcement officer, as a law enforcement telecommunicator, or as a law enforcement training instructor will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must have completed 320 clock hours of in-service or equivalent continuing education credits approved by the Department of Criminal Justice Training. Must maintain any required licensure(s), certification(s), or other credentials for the length of

employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides direct supervision of people and coordination of all activities within the section. Coordinates the use of all materials, equipment, facilities and personnel to insure their effective utilization. Analyzes methods and procedures to determine efficiency and achievement of approved objectives and functions. Supervises, assigns, controls and recruits personnel participating in the program. Recommends the section's annual program budget detailing all aspects of operations. Assumes primary responsibility for instructing within the program and instructs in other programs and in other divisions when needed. Represents superiors in their absence. Reviews and presents curriculum to the Department's Review Committee. Serves on selection and promotion boards as requested.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Travel is minimal.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.